

FINANCE & ADMINISTRATION COMMITTEE MEETING

Thursday September 8th, 2016

MINUTES

Hampden Town Office

Attending:

Mayor David Ryder

Councilor Ivan McPike

Councilor Mark Cormier

Councilor Terry McAvoy

Councilor Stephen Wilde

Town Manager Angus Jennings

Police Sergeant Scott Webber

Mayor Ryder called the meeting to order at 6 p.m.

1. Meeting Minutes – August 15th, 2016 – *Motion by Councilor Marble seconded by Councilor McAvoy to approve the minutes as written. Approved 5-0.*

2. Review & Sign Warrants – *Warrants were reviewed and signed by Committee members.*

3. Old Business

a. Work plan and priorities for FY17 – *This item was tabled for discussion until after New Business.*

b. Council Rules – *This item was tabled for discussion until after New Business.*

4. New Business

a. Recommendation of the Public Works Director for 2016 grub prevention as quoted by Scotts Lawn Service and authorization to use Cemetery Reserve funds to complete the perpetual care requirement. *Two bids were received by the DPW Director for this work. There was a motion by Councilor Marble seconded by Councilor McAvoy to recommend Council approval to expend \$5,655.00 from the*

Cemetery Reserve to contract with low bidder Scott's Lawn Service for grub preventative treatment. The motion passed 5-0.

- b. Request for authorization to use Cemetery Reserve funds in the amount of \$750.00 to repair the chain link fence at the Locust Grove Cemetery.** *There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council approval to expend \$750.00 from the Cemetery Reserve to contract with Allen Farm Fence to repair the fence. The motion passed 5-0.*
- c. Request for authorization to use Municipal Building Reserve funds to purchase the parts and supplies necessary to improve the foundation and storm drain system and to try to prevent leaking on the West side of the Public Safety Building.** *There was a motion by Councilor McPike seconded by Councilor McAvoy to recommend Council approval to expend \$840.72 from the Municipal Building Reserve to pay direct expenses associated with DPW's repair of the drainage problems affecting the Public Safety building. The motion passed 5-0.*
- d. Recommendation of the Public Safety Director for the 2016 Police Department vehicle as bid by Quirk Auto Group on August 18, 2016 and request for authorization to use reserve funds for its purchase.** *Sergeant Webber appeared on behalf of the Public Safety Director to present the request to purchase a new vehicle in keeping with the standard two-year rotation for new vehicle purchase. He described the bidding process and spoke in detail about the two lowest bids. He said that the Department recommending purchasing the 2016 vehicle, rather than the 2017, because it would save money, and because the features on the 2017 model that are not on the 2016 model are not features the Department needs. Councilor McAvoy asked whether the new purchased vehicle would replace an existing vehicle. Sgt. Webber said that the oldest Tahoe would be taken out of service by Public Safety, but still would be owned by the Town and would be made available for use by DPW. Councilor McAvoy asked Manager Jennings whether the vehicle's use by DPW would reduce the amount of mileage paid for DPW's use of personal vehicles, and Manager Jennings said that it would. There was a motion by Councilor McPike seconded by Councilor Marble to recommend Council approval to expend \$27,053.00 from the Police Cruiser Reserve to purchase the 2016 Ford Police Interceptor Explorer. The motion passed 5-0.*

Item 3a. Work plan and priorities for FY17

Manager Jennings resumed discussion on this item which was postponed from earlier in the meeting. He circulated an updated matrix

of active and identified projects, with a separate list for projects already completed and a third list of projects that he is taking on but that wouldn't require specific action of the Council or Committees. He said that, by taking these two categories of projects out of the matrix, he hoped it would assist the Committees and Council to focus on only those projects they will need to be involved with. The Committee agreed that the process of establishing formal priorities would continue in future meetings. Councilor Marble noted that the marina sign issue, and a broad public process relative to the transfer station, were priorities for FY17. Mayor Ryder noted that the recent staffing changes in the Administration office would cause some amount of inefficiency, initially, while staff are being trained. Councilor Cormier noted that he thinks we're worlds ahead of where we were on project management, and Mayor Ryder agreed.

Item 3b. Council Rules

The Committee reviewed the Town Council Rules. Members of the Finance Committee recommended several amendments to the Council Rules, including to section 9 (change "Council" to "Councilor"), section 10 (rewrite for improved clarity), section 20 (provide option for Council to reschedule – rather than cancel – a meeting. A question was raised regarding whether a Council vote required a majority of the Council to vote in the affirmative, or a majority of the Councilors present. [It was later clarified, based on language in the Town Charter, that it is a majority of Councilors present.] Manager Jennings stated that the amendments discussed tonight would be brought forward at the next Finance Committee and Council meeting for review and adoption.

5. Public Comment – None.

6. Committee Member Comments – None.

7. Adjournment

There being no further business, the meeting was adjourned at 6:51 p.m.

Respectfully submitted –
Angus Jennings, Town Manager